



TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4492
Telephone (508) 398-2231 EXT. 1271, Fax (508) 398-2365

TOWN
ADMINISTRATOR
Daniel M. Knapik

DIRECTOR OF
HUMAN RESOURCES
Sarah O'Reilly

Town of Yarmouth Personnel Board

Per M.G.L.: A public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

NOTE: THIS IS A REMOTE PARTICIPATION MEETING

Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. 30A, § 18, and the Governor's March 15, 2020, Order imposing a limitation on the number of people that may gather in one location, this meeting will be conducted via remote participation. Specific information such as instructions and guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town website at www.yarmouth.ma.us. For the public portion of this meeting, members of the public who wish to watch/listen and participate in the meeting may do so in the following manner:

1. Join the meeting hosted in Zoom by using the following link:
<https://us02web.zoom.us/j/83429060021?pwd=dnQvV2U3QVF4ZlJGQWpXdVJucXAydz09>
2. Audio, video and screen sharing functions will be disabled during the public session. Request to participate by using the "raise hand" function. (meeting ID: 834 2906 0021)
3. You may also listen to the meeting by calling in on a phone to either 1 646 558 8656 and enter the meeting ID 834 2906 0021 or one tap mobile: +6465588656,,83429060021#,1#,209582# Audio, video and screen sharing functions will be disabled. Smart phone callers may be able to participate by using the "raise hand" function. Land line callers will be able to listen, but not participate verbally. All callers, or viewers may participate and provide public comment by using a designated email indicated below.
4. You may submit comments to the Town using the following email: humanresources@yarmouth.ma.us This email will be monitored by a moderator who will alert the Board Chair of relevant comments.
5. Meeting materials are attached to this agenda, available online at yarmouth.ma.us/Agenda Center, and will be displayed at the online meeting. It is recommended that phone participants access materials in advance of the meeting.
6. Please follow the following general instructions:
 - a. Keep your phone muted at all times when not talking;
 - b. Do not use speakerphone;
 - c. Do not use Bluetooth devices;
 - d. Mute all background noise;
 - e. Mute the livestream feed and use only the telephone audio;
 - f. Please do not speak until the chair or the meeting moderator asks for public comments or questions.

No in-person attendance of members of the public will be permitted. The measures stated above follow the emergency order of the Governor for remote participation.



TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4192
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TOWN
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Daniel M. Knapik

DIRECTOR OF
HUMAN RESOURCES
Sarah O'Reilly

Notice of Meeting

Name of Committee or Board: Personnel Board

Date of Meeting: May 14, 2020

Time: 10:00 am

Place: Town Hall, 1146 Route 28, South Yarmouth

Agenda Items:

- I. Public Comment
- II. February 13, 2020 Meeting Minutes Approval
- III. Director of Information Technology Job Description review and possible vote (10:15a)
- IV. Assistant Town Administrator Job Description review and possible vote (10:30a)
- V. Staff and Committee Updates
- VI. Personnel Board Meeting Schedule for June 11, 2020
- VII. Adjourn

YARMOUTH TOWN CLERK

'20MAY12AM9:57 REC



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MINUTES OF MEETING
February 13, 2020, 2:00 p.m.
Town Hall, Room B

Members present: Betty-Jane Burkhardt, Chair, Thomas Nickinello, Kenneth Mudie, Sharon Ladley, Alice Bowen
Absent: N/A
Others present: Sarah O'Reilly, Director of HR

The meeting was called to order by Chairman Burkhardt at 2:35 p.m.

Director of Golf

Sarah spoke about the Director of Golf Job Description and the fact that the staff size needed to be corrected from the previous draft. The job description edits were reviewed to include approximately 20 full time and 50 seasonal staff.

Following discussion, Mr. Mudie made a motion, seconded by Mr. Nickinello, and it was unanimously voted to approve the position of Director of Golf Operations, as amended, at a Grade 22, with the following ratings:

Director of Golf Operations									
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points	
1	4	60	7	4	75	13	XXXX	XXXXXX	
2	4	60	8	2	15		2	XXXXXX	
3	4	75	9	1	5	14A.	4	25	
4	5	60	10	1	10	14B.	2	15	
5	4	40	11	2	15	14C.	2	15	
6	4	80	12	2	10	TOTAL		560	
							GRADE	22	

There was discussion regarding a larger overview of Town of Yarmouth job descriptions by division to ensure there is a broader approach to the exercise of grading job descriptions. The committee agreed that this would be a worthwhile exercise and that we would plan for this to take place at future meetings.

Minutes from the January 15, 2020 meeting were reviewed and Mr. Nickinello made a motion to approve, seconded by Mr. Mudie. The minutes were approved.

The next meeting was scheduled for Thursday, March 12, 2020 at 2:00pm.

The meeting was adjourned at approximately 3:15 p.m.

Respectfully submitted,

Sarah O'Reilly
Director of Human Resources, Town of Yarmouth

SO

May 14, 2020~~January 10, 2013~~

**ASSISTANT TOWN ADMINISTRATOR
(Town of Yarmouth, Massachusetts)**

Definition:

Professional, administrative and supervisory work in directing a diverse municipal department and in assisting the Town Administrator to provide daily control over a variety of ongoing town activities, research, analyze and recommend changes in town policies, and serve as liaison and coordinator between town officials, employees and citizens; all other related work as required.

Exercises considerable independent judgment in providing professional advice to the variety of official boards and committees concerning the development, implementation and administration of policies, goals, regulations and statutory requirements related to the administration and operation of the town.

Supervision:

Works under the administrative direction of the Town Administrator and in conjunction with the policies and procedures of the town.

Works collaboratively with Town Departments on behalf of the Town Administrator. Supervises Town Departments/Divisions as assigned by the Town Administrator. ~~Directly supervises 7 division heads and through subordinates, a department of approximately 52 full-time employees and additional part-time and seasonal staff equivalent to approximately 10 full-time equivalents.~~

Job Environment:

Work is generally performed under typical office conditions. Incumbent is required to attend night meetings and work on weekends as needed.

Operates computers, telephone, and other standard office equipment.

Makes frequent contacts requiring significant perceptiveness and discretion with the general public, town departments and boards, members of the business community, attorneys and state, federal and local officials. Contacts are by phone, in person and in writing and require the ability to influence actions, resolve problems and discuss complex administrative matters.

Generates and has full access to a variety of town-wide confidential information including, personnel records, litigation materials, collective bargaining documents and bid proposals.

Ability to interpret and follow applicable OSHA regulations as they pertain to the work environment.

Errors in judgment could have continuing adverse effect on the town's ability to deliver services, loss of municipal revenues, have legal ramifications, and cause significant adverse public relations.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Assists the Town Administrator in coordinating the functions of the town consistent with the policy direction of the Board of Selectmen. Oversees activities of all Town employees under direction of and in absence of Town Administrator.

Acts as representative for the Town Administrator in addressing issues with citizens and other outside public and private agencies; assists citizens in their interaction with all town departments, boards and commissions. Acts as representative of the Town Administrator at commission and board meetings.

~~Supervises the Department of Community Services including Golf, Information Technology, Libraries, Natural Resources, Parks & Recreation, Senior Services, and Town Clerk. Advises and consults with Department Heads on the most efficient and appropriate execution of their job duties and responsibilities. Sets annual goals and evaluates performance of Community Services division heads.~~

Advises department heads on the methods to be used when administering personnel procedures including but not limited to: recruiting, hiring, evaluating, disciplining and terminating. Keeps abreast of federal and state laws and regulations pertaining to personnel practices and labor law.

Administers collective bargaining agreements and conducts negotiations as assigned by Town Administrator.

Oversees the preparation and review of the Capital Improvement Plan; Prepares budget requests, analysis and presentations. Assists the Town Administrator in reviewing department operating budgets.

Exercises authority delegated by Town Administrator/Chief Procurement Officer to prepare and award bids and other solicitations. Develops and monitors procurement practices, provides guidance to other departments on procurement matters.

Oversees the town's insurance programs including worker's compensation; property and casualty, etc.; meets with representative from insurance carriers and negotiates terms and conditions.

Supervises, directs, and coordinates the activities of subordinates; Communicates with division heads to facilitate implementation of the Board of Selectmen policy goals and the administrative directions of the Town Administrator.

Acts as liaison to the Town's Personnel Board, Capital Budget Committee and Cable Advisory Committee. Acts as the Town's Affirmative Action Officer.

Coordinates various training and special programs for town employees.

Supports the goals of the Town of Yarmouth through creative problem solving, decision making, a commitment to customer service, and by taking initiative to improve the efficiency and effectiveness of all departments. Provides instruction and mentoring to subordinate employees. Provides advice and support to Town Administrator and Board of Selectmen.

Acts in the absence of the Town Administrator.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education:

Master's degree in public administration, business management or related field, or equivalent combination of education and experience;

Experience:

Five ~~years experience~~ years' experience in municipal management or a related field; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of local government administration; through on the job learning gains working knowledge of the MA general laws applicable to local government finance and administration and gains working knowledge of federal and state labor laws; and gains comprehensive knowledge of the functions of municipal government.

Ability: Ability to communicate effectively in writing and verbally; ability to understand and present budget and financial information; ability to analyze problems and formulate recommendations. Ability to establish and maintain effective working relationships with employees, board/committee members, officials and the general public. Ability to deal appropriately and effectively with the general public, the media, state and federal agencies, and the business community.

Skill: Possession of mediation, conflict resolution, and leadership skills.

Physical Requirements:

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hand and arms. The employee is frequently required to sit and talk and hear. Must pass CORI background check.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and

requirements of the job change.)

DIRECTOR OF INFORMATION TECHNOLOGY
(Town of Yarmouth, Massachusetts)

Definition:

Responsible for the town's IT infrastructure and performs managerial and technical work directing and overseeing the maintenance and development of the Town's Fiber Optic Institutional Network (I-NET), Geographic Information Systems (GIS), all hardware and software technology efforts for town departments; network security, backup and disaster recovery, IP and cellular phone systems, the Town's Government Access television channel, and other related work, as required.

Performs highly responsible functions of a complex and technical nature requiring the frequent exercise of leadership, independent judgment and initiative to ensure that the Town's IT infrastructure remains in operation 24 hours a day 7 days a week.

Supervision

Works under the administrative direction of the Assistant Town Administrator. Works under a high degree of independence in accordance with municipal policies and objectives. Questions are referred to the Assistant Town Administrator only when clarification of policies and priorities is needed; assumes direct accountability for results.

Provides overall supervision for a moderately sized Information Technology Division, its personnel including the Geographic Information Systems and Government Access Channel Divisions; confers with and provides direction to direct reports, consultants and other staff; monitors their work, the results achieved, the effectiveness of working relationships and associated programs, projects and activities; takes corrective actions as appropriate

Job Environment:

Performs functions under typical office conditions, with minimal exposure to occupational risks. Incumbent may be required to attend night meetings and to work at night or on weekends as needed.

Makes frequent contacts with town departments and divisions, the school department, vendors, consultants, and other state and local agencies, including the local public access corporation.

Ability to interpret and follow applicable OSHA regulations as they pertain to the work environment.

Errors could result in delay or loss of service, have monetary and/or legal repercussions, cause adverse public relations and impair the Town's ability to deliver services.

Has access to town wide related confidential information including financial data and bid specifications.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Develops, prepares, implements and maintains the Town's IT purposes and objectives; adopted hardware, communications and software standards; application acquisition and development methodologies and tools; provides for the connectivity and integration of system and/or subsystems throughout the entire Town, planned and deployed applications, operating and security requirements, training needs, priorities for systems maintenance and new implementations

Supervises and directs the Information Technology, Geographic Information Systems (GIS) and Government Access Television channel departments, including the development of priorities and the supervision of employees. Acquires and directs the services of IT consultants.

Responsible for the preparation, justification, presentation, management and administration of the Division's capital and operating budgets; exercises purchasing authority for the Division including the preparation of procurement specifications and documents, and negotiating with vendors for supplies and services; makes award recommendations. Works collaboratively with Town Administration to support Town-wide procurement activities.

Assigns projects to IT staff members and provides guidance to the staff regarding project priorities, procedures, and best methods of proceeding. Reviews work project results performed by IT staff to ensure project meets the overall requirements of the user.

Responsible for all services and activities of the Information Technology Division including network infrastructure, security, computer systems, all associated software and hardware, websites, telephone services and equipment, video broadcasting and related technology.

Administers the municipal cable access channel or its successor technology. Oversees the purchase, maintenance, implementation and operation of equipment. Directs the work of part time production support staff. Includes responsibility for hiring, training, evaluating, coaching and other related matters. Schedules the recording and broadcasting of meetings at Town Hall and other sites. Maintains the community bulletin board.

Reviews Town IT security procedures, prepares and implements disaster recovery plans and provides for the protection of all Town information systems and data.

Participates as a senior management team member assisting the Town Administrator's office and other senior managers with IT understanding, advice, cost implications, conformity to standards, implementation and maintenance requirements, support plans and relative capacities to meet IT

operational needs.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education & Experience:

Bachelor's degree in information technology, engineering, business, computers or related field and seven years of increasingly responsible experience in information technology, networking, security, information services and fiscal management preferred. ~~Masters~~Master's degree and supervisory experience is desirable. Any equivalent combination of education and experience may be substituted for above.

Knowledge, Ability and Skills:

Knowledge. Excellent working knowledge of the Town's organizations, their operations, procedures, information requirements and interdependencies. Must have a strong knowledge of geographic information systems, related technologies and functions; how they are used to produce and present information and assist in municipal decision making and operations. A strong knowledge of computer systems and application development methodologies and tools is required. Prior experience in municipal procurement preferred.

Ability. Abilities required include: the management of multiple concurrent complex projects under constant pressure, to plan and evaluate hardware and software options within immediate and broadly considered contexts, to prepare and manage budgets and to apply a considerable knowledge of IT components, standards and practices accurately and clearly explain IT issues, their ramifications and implementation status to others, particularly non-technical people.

Skill. Considerable technical skills in information technology, computer hardware/software and excellent communications skills. Strong math skills including budgetary skills. Strong analytical skills.

Physical Requirements:

Limited physical effort generally required in performing administrative duties and equipment installations. Ability to operate a keyboard at efficient speed. Ability to sit for long periods of time while working. Good close vision at or correctable to normal range in order to work with computers, numbers and details for long periods of time. Required to reach with hands and arms; stand; walk; lift and move computer equipment including printers and monitors weighing up to 40 pounds; and use hands to finger, handle, feel or operate objects, tools or controls.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)